Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: College of Agriculture
   Department: Entomology and Plant Pathology

2. Course Prefix and Number: ENTM 5920/6920
   3. Effective Term: Su 2012

4. Course Title:
   Internship
   Abbreviated Title (30 characters or less):
   Internship

5. Requested Action:
   ☐ Renumber a Course
   ☑ Add a Course
   ☐ Revise a Course
   Current Course Number: 4920
   Proposed Course Number: 5920/6920
   Type of Revision:

6. Course Credit:
   Contact/Group Hours
   Scheduled Type (e.g.; Lab, Lecture, Practicum, Directed Study)
   Weekly or Per Term?
   Credit Hours
   Anticipated Enrollment

<table>
<thead>
<tr>
<th>Maximum Hours</th>
<th>var</th>
<th>IND</th>
<th>Semester</th>
<th>3</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Repeatability):</td>
<td>3</td>
<td>Work 20 hour a week</td>
<td>Summer</td>
<td></td>
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</table>
   Total Credit Hours: 3

7. Grading Type:
   ☑ Regular (ABCDF)
   ☐ Satisfactory/Unsatisfactory (S/U)
   ☐ Audit

8. Prerequisites/Corequisites:
   Departmental Approval. Junior/Senior/Graduate Standing

9. Restrictions:
   List specific restriction in space above.
   ☐ College  ☑ Major  ☐ Standing  ☐ Degree

10. Course Description:
    (20 Words or Less; exactly as it should appear in the Bulletin)
    Practical professional experience under the supervision of internship faculty and a representative of a state, federal, or private agency

11. May Count Either:
    Program Type
    (e.g.; minor, major, etc.)
    Program Title
    (e.g.; MS in Chemistry, Performance Option, Minor in Art)
    Requirement or Elective
    (required or optional?)

<table>
<thead>
<tr>
<th>ENTM</th>
<th>MS in Entomology</th>
<th>elective</th>
</tr>
</thead>
</table>

12. Affected Program(s):
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)

13. Overlapping or Duplication of Other Units' Offerings:
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
    ☐ Applicable
    ☑ Not Applicable
14. Justification: We have a number of graduate students from who wish to do train in a professional area of the agricultural industry.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources: No additional resources needed

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes: Students gain hands-on experience in the agricultural industry, extension, and research areas.

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline: See attached syllabus

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects: See attached syllabus

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course’s learning objectives)

19. Rubric and Grading Scale: See attached syllabus

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: See attached syllabus

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Tiger Cub, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g.: hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).
Entomology Internship
ENTM 5920/6920

Instructor: Dr. Kathy Lawrence
Email: lawrekk@auburn.edu
Telephone: (334) 844-1956
Office Hours: 8 a.m. – 10 a.m. - Wednesday

1) Credit Hours: 3

2) Text and major resource materials:
   - No text required.

3) Course Description:
   ENTM 5920/6920 Entomology Internship (2-4). INT. Pr., ENTM 3040 or 4020 and Dept. approval. Practical professional experience under the supervision of faculty and representatives of state, federal, or private industry.

4) Course Objectives:
   - To gain an appreciation of jobs available in Entomology.
   - To gain insight to the practical application of an advance degree in Entomology.
   - To understand the interactions between the various division of the state, federal and private industries within the agriculture industry.

5) Course Content:
   The course content will be the practical work experience students gain from spending the summer working with scientists, conducting research, developing leadership skills, and growing professionally. The students are required to work at least 20 hours a week with representatives of state, federal, or private industry to gain hands-on experience of each positions day to day activities and requirements.

6) Course Requirements:

1. Working Experiences:
   Students will be required to work at least part time (20 hours per week for 10 weeks) working with an agriculture representative experiencing the daily activates that professional participates in.

2. Assignments:
Students will be required to keep a daily log accurately summarizing the activities of each day. At the end of the internship the work experience will culminate in the form of a term paper.

**Performance Evaluation:**

The work in this course will be evaluated on the daily journal, the final term paper, a self-evaluation and the evaluation of the immediate supervisor of the student internship.

**Daily Journal [10 points per attribute for a total of 30 points]**

1. Entries are completed as assigned.
2. Entries present facts, analysis and reasoned interpretation.

**Supervisor Evaluation [10 points per attribute for a total of 60 points]**

1. The supervisor evaluation indicates that the intern demonstrated a good work ethic.
2. The supervisor evaluation indicated the intern was timely with all work activities.
3. The supervisor evaluation indicated the intern was able to follow instructions and complete tasks with minimum supervision.
4. The supervisor evaluation indicates that the intern displayed initiative.
5. The supervisor evaluation indicates that the student collaborated well with co-workers.
6. The supervisor evaluation indicates that the student developed new skills during the experience.
7. The student provided a thoughtful response to the supervisors’ evaluation. (no points)

**Self Evaluation [2 points per attribute, as indicated, for a total of 10 points]**

1. The self-evaluation discusses the intern's achievement of personal goals.
2. The self-evaluation discusses the intern's most important contribution to the internship.
3. The self-evaluation discusses the impact the experience had on the intern's personal and career growth.
4. The self-evaluation discusses personal strengths the intern discovered through the experience.
5. The self-evaluation discusses areas for personal improvement.

**Term paper [15 points per attribute for a total of 60 points]**

1. The term paper demonstrates student learning during the internship
2. The elements of the term paper collectively provide a complete description of the internship/project.
3. The paper is arranged to present information in an organized fashion.
4. The factual information is accurate and reflects an understanding of the subject matter.
### Course Evaluation

<table>
<thead>
<tr>
<th>Task</th>
<th>Undergraduate</th>
<th>Graduate</th>
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</thead>
<tbody>
<tr>
<td>Daily Journal</td>
<td>12%</td>
<td>19%</td>
</tr>
<tr>
<td></td>
<td>15 points</td>
<td>30 points</td>
</tr>
<tr>
<td>Self Evaluation</td>
<td>8%</td>
<td>6%</td>
</tr>
<tr>
<td></td>
<td>10 points</td>
<td>10 points</td>
</tr>
<tr>
<td>Supervisor Evaluation</td>
<td>48%</td>
<td>37.5%</td>
</tr>
<tr>
<td></td>
<td>60 points</td>
<td>60 points</td>
</tr>
<tr>
<td>Term Paper</td>
<td>32%</td>
<td>37.5%</td>
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<tr>
<td></td>
<td>40 points</td>
<td>60 points</td>
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</tbody>
</table>

The final course passing grade will be determined by the final class average of 75% of the total points.

### 7) Course Policy:

#### Equipment and Technical Skills:

The following are necessary for this course:
- Knowledge of basic computer skills and experience using email and the internet.

#### Class Parameters, Resources, and Limitations:

The class will encompass hands-on learning. Each session will require students’ participation through the day followed by the daily summary in a journal form. The students should stay on track, especially since the term paper will conclude the experiences the students is gaining.

Students will be evaluated by the employer on the last day of the internship using the Supervisor Evolution rubric above. Students will also evaluation their own experiences with the self-evaluation form.

### Late Submissions:

All work experience, daily logs and term papers will be completed on time. If a serious situation arises and the student anticipates he/she will not be able to meet a deadline, it should be discussed with the instructor and the employer before the due date.

### Learners with Disabilities:

Auburn University is committed to providing accommodations and services to students with documented disabilities. Any learner with a qualified disability which requires accommodations should contact The Program for Students with Disabilities, 1244 Haley Center, Auburn University, AL 36849, 334-844-2096 PH, 334-844-2099 FAX, haynemd@auburn.edu. More information is available on their website at www.auburn.edu/disability. The office will fax or mail the required forms to learners to apply for services. Learners who have questions to participate in this course should contact the above office in advance to ensure proper accommodations.

### Plagiarism and Academic Dishonesty:
Plagiarism is the act of presenting directly or indirectly someone else’s work as your own. Plagiarism is a major type of academic dishonesty and will not be tolerated. Similarly cheating on tests in any way, falsifying bibliographies, fraudulent quotes, and similar practices are intolerable forms of academic dishonesty. The University’s policy for academic misconduct in the Student Code of Conduct will be followed for this course. Please contact the instructor for any questions regarding its contents.